

PERFORMANCE WORK STATEMENT

Contract: N66001-15-D-0056
Task Order: 0009
Tracking Number: 5350-H0013
Task Title: (b)(3) Technical Writing Support
Date: February 17, 2016

1.0 SCOPE

- 1.1 This is a level of effort service to provide technical writing support for the Marine Corp Base (MCB) (b)(3) under the Space and Naval Warfare (SPAWAR) System Center Pacific, Pacific C4ISR Department, Hawaii.

2.0 APPLICABLE DOCUMENT

- 2.1 COMSPAWAR M-4720.1 (Version 4.0) Shore Installation Process Handbook (SIPH)
- 2.2 OPNAVINST F3300.53C (Series), Navy Antiterrorism Program
- 2.3 DOD 5220.22-M (Series), National Industrial Security Program Operating Manual (NISPOM)
- 2.4 National Security Decision Directive 298 (Series), National Operations Security Program (NSDD) 298
- 2.5 DOD 5205.02E (Series), DOD Operations Security (OPSEC) Program
- 2.6 OPNAVINST 3432.1A (Series), DON Operations Security
- 2.7 SPAWARINST 3432.1 (Series), Operations Security Policy

3.0 REQUIREMENTS

- 3.1 The contractor shall be knowledgeable of the requirements and processes of the SIPH.
- 3.2 **Technical Writing Support Requirements**
- 3.2.1 The contractor will assist in writing the following documents: Base Electronic Systems Engineering Plans (BESEP's), Program and Project Management Plans & Briefs, Master Plans, Phasing Reports & Studies, and Requirement Analysis Documents (RAD's) in accordance with the SIPH.
- 3.2.2 The contractor shall support the development, editing, proofreading, organizing and review of documents. The documents will be developed using MS Word, MS Excel, and

MS PowerPoint. The completed documents will be formatted in MS Word and converted into PDF file for distribution.

- 3.2.3 The contractor will assist in writing documentation to include training material, maintenance plans, warranty information, and product information.
- 3.2.4 Prepare layout and draft artwork for illustrations, charts, figures, and other mediums.
- 3.2.5 The contractor shall compile and consolidate complex technical information and inputs received from project Subject Matter Experts (SME's) to produce engineering design documents and briefings. Information will be provided by the engineering team through discussions, interviews, reference documents, design drawings, notes and sketches.
- 3.2.6 The contractor shall generate and add titles, labels, tags, nameplates, and headings to documents and shall provide indexes and tables of contents for written material/documents.
- 3.2.7 The contractor shall write abstracts of documents to provide background for task analysis.
- 3.2.8 The contractor shall edit, proofread and perform general organizing of documents.
- 3.2.9 The contractor shall perform literature searches for equipment documents, facility plans, specifications and other material.
- 3.2.10 The contractor shall produce text and figures. May require organizing and editing of text and figures provided in draft form and integrated into final form using desktop publishing techniques. Provide printing/publication of assembled documents as required.
- 3.2.11 The contractor shall compile information for large complex systems to produce engineering design documents. Information may be provided by the engineering team through discussions, interview, reference document, notes, and sketches.
- 3.3 The contractor shall complete a Contractor's Progress, Status and Management Report monthly (**CDRL A001**).
- 3.4 The contractor shall complete a Contractor Roster Report monthly (**CDRL A002**). The report shall list all contractor personnel assigned to execute tasking.

4.0 GOVERNMENT FURNISHED INFORMATION/MATERIAL/PROPERTY

None.

5.0 CONTRACTOR FURNISHED MATERIAL

The contractor shall provide a laptop to complete the technical documentation tasks.

6.0 TRAVEL

None.

7.0 SECURITY

7.1 The work to be performed shall be at the Secret (S) level.

7.2 Anti-Terrorism/Force Protection (AT/FP) briefings are required for all personnel (Military, DOD Civilian, and contractor) per OPNAVINST F3300.53C. Contractor employees must receive the AT/FP briefing annually. The briefing is available at <https://atlevel1.dtic.mil/at/>, if experiencing problems accessing this website contact ssc_fortrav@navy.mil.

7.3 As required by National Industrial Security Program Operating Manual (NISPOM) Chapter 1, Section 3, contractors are required to report certain events that have an impact on: 1) the status of the facility clearance (FCL); 2) the status of an employee's personnel clearance (PCL); 3) the proper safeguarding of classified information; 4) or an indication that classified information has been lost or compromised. Contractors working under SSC Pacific contracts will ensure information pertaining to assigned contractor personnel are reported to the Contracting Officer Representative (COR)/Technical Point of Contact (TPOC), the Contracting Specialist, and the Security's COR in addition to notifying appropriate agencies such as Cognizant Security Agency (CSA), Cognizant Security Office (CSO), or Department Of Defense Central Adjudication Facility (DODCAF) when that information relates to the denial, suspension, or revocation of a security clearance of any assigned personnel; any adverse information on an assigned employee's continued suitability for continued access to classified access; any instance of loss or compromise, or suspected loss or compromise, of classified information; actual, probable or possible espionage, sabotage, or subversive information; or any other circumstances of a security nature that would affect the contractor's operation while working under SSC Pacific contracts.

7.4 **Operations Security:** OPSEC is a five step analytical process (identify critical information; analyze the threat; analyze vulnerabilities; assess risk; develop countermeasures) that is used as a means to identify, control, and protect unclassified and unclassified sensitive information associated with U.S. national security related programs and activities. All personnel working under this task will at some time handle, produce or process Critical Information or CPI, and therefore all Contractor personnel must practice OPSEC. All work is to be performed in accordance with DoD OPSEC requirements, and in accordance with the OPSEC attachment to the DD254.

8.0 PLACE OF PERFORMANCE

8.1 Work will be performed at SSC PAC [REDACTED] (b)(3) [REDACTED] and at contractor's office.

9.0 PERFORMANCE BASED CRITERIA

9.1 Performance Requirement

The contractor shall provide services and deliverables in accordance with this Performance Work Statement (PWS) and in accordance with the attached task order Contract Data Requirements List (CDRL) DD Form 1423-1.

9.2 Performance Standard

The contractor's performance shall meet all of the requirements of this PWS and comply with all applicable guidance, directives, and standards. The contractor shall deliver all task order data items in accordance with the authorities, content, format, media, marking, applications, quantities, frequency and submission date, delivery method, addressee, and DD250 requirements specified in the CDRL for each data item.

9.3 Acceptable Quality Level

The effectiveness of the contractor's services and/or deliverables will be measured for 100% compliance with the PWS and CDRL requirements.

9.4 Method of Surveillance

The Government will monitor and assess the contractor's performance against the Acceptable Quality Level in accordance with this task order's Quality Assurance Surveillance Plan (QASP).

9.5 Incentive

Failure to meet acceptable quality levels may result in an unsatisfactory past performance report by the Government.